

PUBLIC RECORDS REQUEST

I understand the Clerk of the Board is the custodian of the **official records of Board of Supervisors, the Assessment Appeals Board and the Assessment Appeals Legal Hearing Officer**. I am making a request for inspection of public records pursuant to the provisions of the California Public Records Act, Government Code Sections 6250 *et seq.* I wish to inspect the following document(s):

Type of Document/Subject	Document Number (Resolution No., Contract No., Ordinance No., etc.)	Date Approved (or estimated time period approved by the Board of Supervisors, Assessment Appeals Board and the Assessment Appeals Legal Hearing Officer)	Audio Requested (list meeting date)
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Please be specific and provide as many details as possible in order to assist in researching your request.

I understand that Alameda County has ten (10) days in which to respond to my request. (Government Code § 6253(c). I further understand that, there is a copying charge of \$.10 per page for any document and \$5 per audio cassette or CD produced per my request. **Payment must be received before copies are provided.**

Please fax request to: (510) 272-3784

OR

Mail request to:
Clerk, Board of Supervisors Office
Attn: Records Request
1221 Oak Street, Suite 536
Oakland, CA 94612

Print Name

Address

OR

Email request to: cbs@acgov.org

Email Address

Telephone No./Fax No.

----- For CBS Office staff use only: -----

Request Completed by:

Date Completed:

Time Required to Complete Request (Mins/Hrs/Days):

Amount paid for copies:

Request submitted by: AC County

Dept. Other Gov. Agency

Public

Records Delivered Via: Mail In Person Email Fax